

Town of Acton

License or Permit Application

For Town Use Only

Consent
#13
9/22/08

To the Licensing Authorities of Acton:

The undersigned hereby makes application for the following described license, in accordance with the provisions of the General Laws, and amendments thereto.

.....19.....

Please indicate the License or Permit for which application is being made

Auction Entertainment One Day Liquor Common Victualler Class 1 or 2
 Automated Amusement 24 Hour Permit Fair or Sale Concert Other _____

Name of Organization/Applicant Paula ColantuoniLocation of Event NARA ParkName of Owner of Premises Acton Recreation Department**DESCRIPTION OF EVENT** (i.e.: Fee or donation charged?, Name of operators of event? Purpose of event? Parking availability?)

Internal picnic, BBQ - Potluck. Attendees will supply own food & beverage. Limited to Beer & wine. NO Fee, NO Sales

Date of Event: Sept 25, 2008 Hours of Event or Operation NOON - 4 PMName of person making application Paula ColantuoniOccupation Operations ManagerResidential Address 57 Sagamore Ave Medford, MA 02155Business Address 5 Technology Park Dr. Westford Ma 01886Telephone: Home 617 519 0406 Business 978 399 5235

Date of Naturalization, if not born in U.S. _____

Have you ever been arrested for any law violation? NO

If so, when _____

Where _____

State Briefly _____

Male or female FemaleDate of Birth 8-10-1964Place of Birth Cambridge MAFather's Name Frank SperlingaMother's Maiden Name MURIELLOHeight 5 ft. 3 inchesWeight 140Complexion lightHair BrownEyes Blue

References (names and addresses)

Sandesh Bhat 5 Technology Pr DrivJim Marsden "Kerth A. Henneberry "

Signature of Applicant

Town of Acton – Managers Office
978-264-9630

ATTENTION – Mary Jane

Sub: One day liquor permit for September 25, 2008.

Mary Jane - Thank you for your assistance. Please feel free to contact me if you have any questions.

Paula Colantuoni
Operations Manager
IBM Corporation
617-519-0406

September 18, 2008

Board of Selectman
Town Hall
472 Main Street
Acton, MA 01720

Subject: Request for a one day liquor permit for corporate outing at NARA Park –
September 25

Our workgroup is planning an team outing at NARA Park next Thursday, September 25th from noon to 4:00 pm. We are expecting about 100 people to attend this barbeque and potluck event.

As part of he arrangements we would like to allow participants to bring beverages of their choice including beer and wine, but no hard liquor. This letter transmits our request for the one day liquor permit for the event. Some details include:

Date: Thursday, September 25.

Time: Noon – 4:00 pm

Attendees: Approximately 100 members of our workgroup

Food: barbeque, potluck provided by individuals, no vendors or catcrers

Beverages: Individuals will bring their own. Alcohol will be limited to beer and wine individuals will bring for their own consumption. There will be no sales of liquor.

Fee: There is no fee or donation associated with this event

Activities: Socializing, picnic, some informal games.

Please contact me at 617-519-0406 if you need any further information.



Paula Colantuoni
Operations Manager
IBM Corporation
5 Technology Park Drive
Westford, MA 01886

Maryjane Kenney

From: Frank Widmayer
Sent: Thursday, September 18, 2008 10:29 AM
To: Maryjane Kenney
Subject: RE: One day liquor -IBM

I have no issue with the IBM one day liquor license.

Frank J. Widmayer III
Chief of Police
(978) 263-2911

-----Original Message-----

From: Maryjane Kenney
Sent: Thursday, September 18, 2008 10:13 AM
To: Frank Widmayer; Robert Craig
Subject: FW: One day liquor -IBM

Please send comments for the packet by Friday if possible. Thank you Maryjane

-----Original Message-----

From: ATH-MGR-COPIER@acton-ma.gov [mailto:ATH-MGR-COPIER@acton-ma.gov]
Sent: Thursday, September 18, 2008 5:18 AM
To: Maryjane Kenney
Subject: One day liquor -IBM

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: ATH 2nd floor
Device Name: ATH-MGR-WC7675

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

Maryjane Kenney

From: Robert Craig
Sent: Thursday, September 18, 2008 1:43 PM
To: Maryjane Kenney; Frank Widmayer
Subject: RE: One day liquor -IBM

Maryjane: Please be advised that I have no comment or objection to the issuance of this license.

Robert C. Craig
Fire Chief

-----Original Message-----

From: Maryjane Kenney
Sent: Thursday, September 18, 2008 10:13 AM
To: Frank Widmayer; Robert Craig
Subject: FW: One day liquor -IBM

Please send comments for the packet by Friday if possible. Thank you Maryjane

-----Original Message-----

From: ATH-MGR-COPIER@acton-ma.gov [mailto:ATH-MGR-COPIER@acton-ma.gov]
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TOWN OF ACTON
RECREATION DEPARTMENT
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9608
Fax (978) 264-9630
www.acton-ma.gov

Thurs Sept. 25
Lg Picnic,
Bath house,
Softball field

APPLICATION FOR USE OF RECREATION FACILITIES: Effective 8/4/08

Complete Sections I & II only. File application with the Acton Recreation Department at least **TWO WEEKS** prior to the date desired. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available on-line or at the Rec. Dept.) for a Permit to be granted. Uncompleted applications will be returned. Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first, payment is due to secure your facilities rental and permit will be issued.

Application Date: Sept. 8, 2008 E-mail Address: Paula.Colantuoni@us.ibm.com

Name of Organization: IBM

Contact Person: Paula Colantuoni Phone: Home (617) 519-0406

Address: 59 Sagamore Ave Work (617) 519-0406

Town/City: Westford State: Ma Zip Code: 01886

Organization: Resident ☒ Non-Resident ☐ Total Number of Participants: 120

Describe Activity: Barbafre, Picnic - informal gathering - potluck

FACILITY/ FIELD REQUESTED: (PLEASE CIRCLE AREA REQUESTED)

Rt. 2A/27 Field 1: Little League Field	Rt. 2A/27 Field 2: Little League Field	Concord Road Soccer Field	Elm Street Tennis Court (2 courts) # needed <u> </u>
Elm Street Small Soccer	Elm Street Softball Field	Gardner Playground (Rt. 111)	Great Hill Soccer Field
Little Great Hill Small Soccer Field	Hart Little League or Softball Field (Conant)	MacPherson Little League or Softball Field (Conant)	Jones Full Size Baseball, Lacrosse/Pop Warner
School Street Small Soccer Field # needed <u> </u>	School Street Large Soccer Field # needed <u> </u>	School Street Lacrosse Field	<u>NARA Softball Field</u>
NARA Lg. Soccer # fields requested: <u> </u>	NARA Sm. Soccer Field # fields requested <u> </u>	NARA Picnic Area Small - (4 picnic tables)	<u>NARA Picnic Area Large (8 picnic tables)</u>
NARA Patio Tent Area (4 picnic tables)	<u>NARA Bathhouse Pavilion (5 picnic tables)</u>	NARA Beach Group Swim Passes <u> </u> requesting	NARA Amphitheater
T.J. O'Grady Skate Park	Elm Street Playground		

* The Picnic Area, Patio Tent, and Bathhouse at NARA are not available for rental during the NARA Youth and Mighty Mini Summer Program Hours (8:00 AM - 5:30 PM Monday - Friday last week of June through end of August). Permits will not be available at NARA Park for specific special events and concerts.

DATE REQUESTED: We do not offer rain dates, you must request an additional permit for requested alt. date.

1st Choice Sept. 25, 2008 Time Requested: Start Time: NOON End Time: 4pm

2nd Choice Sept. 24, 2008 Time Requested: Start Time: NOON End Time: 4pm

Will Food/Beverages be Served? Yes If Yes, be specific Bring food Potluck Barbafre hot dogs
amphitheater electricity (additional fee) Will Alcohol be Served? Yes Has a hamburger?

permit been obtained by the Board of Selectmen? Not yet *A separate application and fees for liquor license is obtained through the Town Manager's Office - please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

Revised: August 4, 2008

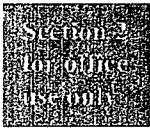
Picnic tables are noted for areas. Additional tables needed are not provided by the Town of Acton. Picnic charcoal grills are available for large, small, patio and pavilion picnic areas at NARA Park. You are welcome to bring your own charcoal or propane grill. NARA Park bathrooms are open during normal business hours.

CANCELLATION POLICY: *If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.*

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.

Paula Colanboni (Paula Colanboni)
(Representative's Signature)

Sept 8, 2008
(Date)



REQUIRED SERVICES ASSIGNED:

☐ Fire - All commercial use of propane tanks need permit. (Over 50 gallons) Contact the Acton Fire Dept. 978-264-9645

☐ Police (Detail)

☐ Health Department Permit (Obtained at the Board of Health-separate fee with BOH)

☐ Swimming—all swim passes must be purchased at time of permit issuance. Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Recreation Director.

☐ Portable Toilets Required Location Required: _____

☐ Dumpster required

☐ Liquor License (see Section II) Approved Denied

ESTIMATED RENTAL FEES:

Bldg. Rental \$ _____ Field Rental \$ 640 Swimming Fee \$ _____ Electrical Fee \$ _____

Security Deposit (required) \$ _____

PERMIT FOR USE OF RECREATION FACILITIES

(☒) THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issued by

Catherine F. Fackelman

Recreation Department/Title

Date

Special Instructions: ALL PICNIC AND FIELD RENTALS ARE CARRY-IN - CARRY-OUT. You must keep a copy of your permit accessible at time of event.

Additional permit notes/conditions as attached: ☒ YES dated 9/11/08
Copy to: ☒ Grounds (Shawn O'Malley) ☒ Police ☒ Fire ☐ Health Dept.
☒ Town Mgr. ☐ Lifeguards ☒ Authorized Rep.

Revised: August 4, 2008

Office use only:	Application Received on:	<u>9/8/08</u>	By:	<u>CF</u>
	Application approved/denied on:	<u>9/19/08</u>	Withdrawn:	_____
	Applicant contacted on:	<u>9/11/08</u>	by:	phone <input checked="" type="checkbox"/> email <input checked="" type="checkbox"/> mail <input type="checkbox"/>
	Second contact on:	<u>9/11/08</u>	by:	phone <input type="checkbox"/> email <input type="checkbox"/> mail <input type="checkbox"/>
	Payment by:	<u>credit</u> <input checked="" type="checkbox"/> check <input type="checkbox"/> money order <input type="checkbox"/>	Application withdrawn:	_____
	Amount Paid \$	<u>664.00</u>	Date Paid	<u>9/19/08</u>